

The **Parks and Recreation Board** met Monday, July 20, 2015, 4:30pm, at the Parks Office. Present at said meeting were Pat Flannelly, Karen Springer, John MacDonald, Jeff Love and Board Attorney Andy Gutwein. Council President, Ann Hunt also attended. Jan Fawley, Pennie Ainsworth, Bess Witcosky, Chris Foley, Dan Dunten and Cheryl Kolb represented the department.

Karen convened the Board at 4:33pm.

Consent Agenda Items

Minutes

Staff Management Report

1. Upcoming Program Dates:

- July 20: Football Skills Camp Week
- July 31, 7 p.m.: Theater Camp show at Morton Center, MPR
- 8/9: Last day of pool operations for season
- 9/20: Art on the Wabash, Tapawingo Park
- 9/27: Library Family Fun Day

2. Pennie Ainsworth, Assistant Superintendent's Report

- a. Coed and Men's League play will finish up the week of the 20th, tournament play will start the week of July 27th.
- b. Our next Global Fest committee meeting is July 24. We are short \$4,000 from reaching our goal in sponsorship donations. Linda has secured a speaker for the Naturalization Ceremony, it will be Dr. Aurelio Curbelo, Director of the Latino Cultural Center.
- c. I have been ordering playground parts for Happy Hollow Park (installed 1998) - \$2200, Lommel Park (installed 2006) – waiting for cost estimate, Lincoln Park (installed 2005) - \$350, Peck-Trachtman Park (installed 2003) - \$975 and University Park (installed 2011) - \$600 plus waiting on price quote to replace rock wall. Our playgrounds are starting to show their age and the fact that they are heavily used.

3. Chris Foley, Recreation Director's Report:

- a. The last summer sports camp begins on Monday, July 20. West Lafayette Varsity Football Coach, Shane Fry, along with his coaching staff and varsity players. Incoming sixth & seventh graders are invited to join this 5-day non-contact football clinic.
- b. The summer Playground programs were completed on Thursday, July 16. The enrollment for the Cumberland site were down this year. Faculty and some parents mentioned the construction on Cumberland Avenue as the reason for low enrollment. The Burtsfield site had full registrations.

- c. West Lafayette School's maintenance staff are very accommodating to our program. The Cumberland staff allowed us continued use of the school shifting areas to accommodate their construction and cleaning schedules. We appreciate all the Schools do to accommodate all our summer offerings.
- d. The summer pool season has suffered from the unseasonably cool/wet weather. Swim lessons were still very popular. We had 1,442 registrations for summer swim lessons. The fourth (4th) and final two week session of swim lessons began on July 13 and will finish on July 24.
- e. The last day for the pool will be Sunday, August 9. West Lafayette schools will start the following Wednesday, August 11.

4. Bess Witcoskey, Morton Center Director:

- a. The **WL Health Promotions Committee** walking program concluded July 19. It has been very successful in getting city employees out and walking on the trails. Each week 20-30 people show up to the assigned challenge location!
- b. The **Summer Stroll Series** continued this month at the Lilly Nature Center and Celery Bog on July 15 at 5:30pm. This was the "Nature Stroll" with Tippecanoe County Naturalist Mary Cutler. August 19th the stroll will take place at Cumberland Park at 5:30pm, with special guests Wabash River Runners Club and Officer Janet Winslow. The August stroll is the last in the series.
- c. Susan Kisinger's 3-week **Theatre Camp: Robin Hood** will perform their play on July 31 at 7pm. Tickets go on sale Monday, July 20. Adult Tickets are \$3, child tickets are \$1.
- d. We have sent an email "blast" to all past program participants since 01/2014 to complete a **customer satisfaction survey**. Results will be available at next month's meeting. Click here to complete your own: <http://tinyurl.com/WLparks>.

5. Jon Munn, Parks Director Report:

- a. 7/2- Conducted several site inspections for IDEM Audit Including pool, Lilly nature center, the parks barn and shop at happy hollow. Discussed items to be addressed or corrected with Tim Clark and Michael Susong
- b. 7/6- assisted in installation of art sculpture at Tapawingo with the assistance of the wastewater dept. Back hoe and the street dept. bucket truck.
- c. 7/8 -Conducted final walk through with Milestone contractors on cattail trail project, developed final punch list items to be corrected
- d. 7/11-spent time this week preparing for Wabash RiverFest. Despite the river flood conditions the event was a great success. Our parks crew spent some extra time in Tapawingo park through the week cleaning up after the flood waters and mowing to have the park in tip top shape for the event.
- e. 7/14 -re-certified all fire extinguishers with ace fire protection.
- f. 7/15 -meeting with the Engineers office and street dept. to look at trail erosion at happy hollow and a drainage issue at the pond at Cumberland.
- g. 7/16 -attended IDEM audit at Morton center with all depts. Our parks dept. and all the city depts. got high marks on our attention to details of IDEM requirements.

- h. We have experienced a lot of tree issues over the last month due in part to excessive rain and storms, several trees had to be cut at happy hollow. We also have a complaint from a neighbor of the Lincoln Park that a tree in the park overhangs her property and has lost a couple large branches in her yard that we cleaned up immediately. There are more dead limbs that are going to require a bucket truck to reach. I plan to take off this next week 7/20-7/22
- i. General notes of the last month- we continue to struggle with routine maintenance of our fleet vehicles and mowers, I believe it is time to develop a maintenance schedule and log so that staff can be accountable for vehicle maintenance.

6. Dan Dunten, Stewardship Director's Report

- a. **SIA Grant Ceremony:** Jan, Mayor Dennis and I attended this program to receive our grant money for two specific purchases. One is for a portable PA system and the other is for three educational, audio devices for the Celery Bog Nature Area.
- b. **Audio Device Scripts:** Each of the three devices can have four recording programed to educate the public. These 12 scripts have been written and we have started the recording process. The 12 topics are: How the Nature Area got its name; Birds of the Celery Bog Nature Area; Getting children outdoors; Invasive Plants; Rain Gardens; Park Stewardship / Ownership; Geological history of the Celery Bog wetlands; Nature Area ecosystems; Wednesdays In The Wild programs; West Lafayette Trail System; Value of wetlands; Jim Kingma memories of farming the area as a child
- c. **Enhancing the Value of Public Spaces:** Jan and I met with a Purdue Extension Educator to discuss this program and to see how it could fit into our long-range, business planning process. This is a new program and we would be one of the first parks to incorporate it into our discussions.
- d. **Adopt-A-Spot Program:** We have 27 landscape spots that are adopted by individuals, groups and companies in West Lafayette. There is continual turn-over of adopters, which requires working with new people all the time. Reminders also need to go out periodically to encourage them to work on their spots.
- e. **Maintenance:** With the resignation of my assistant, we have relied on the assistance of our seasonal employees to try to keep up on the weeding, spraying, mulching, trimming, planting and ball field preparation. They have done an excellent job, considering the weather conditions we have encountered the past several weeks.

7. Janet Fawley, Park Superintendent's Report:

- a. The intersection of Happy Hollow Road and River Road are closed through the end of June. Follow the link to view the project elements according to their timeline.
http://www.westlafayette.in.gov/egov/docs/1428006122_148010.pdf
- b. The trail from Morehouse Road to Trailhead Park on Kalberer Rd is still closed for the next month or so. I have worked with their consultant to push getting the trail back open.
- c. Cattail Trail Extension (from Walmart to Yeager) had final walk-through, and final punch list has been sent to contractor. Trail dedication TBD.

- d. Former People's Welding property has been purchased by WREC. Plans are being made to expand Tapawingo Park to include that property. More to come!
- e. Mt w/ WL Library Director Nick Schenkel to develop the Little Library's in the parks – will start with 2 parks...Lincoln & Lommel Parks.
- f. Jan, Andy Waters, & Marion Baumgartner of WL Parks & Recreation Foundation Board completed paperwork to move foundation funds to Lafayette Community Bank, and invested \$50,000 in a CD. Reed & Co. has been engaged to complete the Non-Profit 990 form, due on August 15.
- g. 2016 budget was presented to Council on 7/7.
- h. Tapawingo Travelogue was dedicated during River Fest on 7/11.

8. Larger Projects to be completed this year

- a. Cumberland Barn siding (RDC funds)
- b. Pool leak(NR Capital Pool Fund)
- c. Riverside Ice Skating Rink (CCD R/M services)
- d. HH Maintenance Building-Modine Heaters(2) (CCD fund)
- e. Tractor repair (CCD)
- f. Morton Center Mirrors for Rms 202 & 206 (NRO Fund)
- g. Morton Center Parking Lot to be resealed / striped & Basketball courts to be resealed lines(CCD funds)
- h. ADA Works @ Tapawingo (RDC Funds)
- i. Playground Safety Surfacing at all playgrounds(CCD Funds)
- j. Happy Hollow Ravine Trail (RDC Funds)
- k. Celery Bog Nature Area Sign/Public Art (RDC)
- ✓ Tapawingo Park Public Art(Complete)

Claims – provided online initially; then at meeting

Karen motioned to approve the above Consent Agenda items as presented. John seconded the motion and the motion carried.

Old Business**Tube Run @ Happy Hollow Park**

Jan provided a recap concerning the tube run and her concerns for the area. Discussion followed. There was no motion to approve the project. Jeff motioned to remove the item from the table. John seconded the motion, and the motion carried.

2016 Budget Proposal

Jan provided background information pertaining to the budget, and the status of the current budget process. Discussion followed.

New Business

Request for Proposal (RFP) – 5 Yr. Master Plan

Jan discussed the various timelines to complete the Master Plan process, noting she would like to have a possible contract ready for late November. Karen motioned to approve the Request for Proposal for the Master Plan as presented. John seconded the motion, and the motion carried.

Special Request – Westminster Village

Jan presented a request from Westminster Village to use one of our park properties for hot air balloon rides (tethered) for their residents. The dates are September 28, with a rain date of September 29. The request was for use of the softball fields, but staff has ruled out vehicles on the fields. The staff believes a comparable solution would be for the event to take place at Happy Hollow Park. Discussion followed.

Special Request – Lafayette Nutrition

Jan presented a request from Lafayette Nutrition asking to hold a walk, scheduled September 20, using the trail system near Cumberland Park. They are expecting 500 people to attend the event and would like have food trucks available, along with a D.J. Discussion followed. Jeff motioned to approve the event, along with the extras, food trucks and D.J. Karen seconded the motion, and the motion carried.

West Lafayette School Board – Karen reported on the following:

- At our July 8 School Board meeting we approved the Farmers Market sign for Cumberland Park.
- We have hired all new needed teaching staff to replace retirements, resignations and to accommodate class size changes.
- Teacher start back is on Tuesday, August 11, and the first day for students will be Wednesday, August 12.

Wabash River – Jan reported WREC purchased People's Welding. She and Jon will be meeting with WREC to see how the area could be incorporated into Tapawingo Park, The area will remain as property of WREC and will need some cleaning up before any use. The next WREC meeting will be next week.

Public Comment – n/a

Other

Happy Hollow Park Erosion

Andy asked if there was anything that could be done to help with the erosion problem at Happy Hollow Park. Discussion followed.

Adjourn

John motioned to adjourn the meeting. Jeff seconded the motion, and the meeting adjourned at 5:16pm.

Next Meeting Date

The next Park Board meeting will be Monday, September 21, 2015 at the Parks Office.

Presiding Officer

Secretary

File: Cheryl/2015Park Board Minutes/Minutes#07/July2015